

Superior Court of California
County of San Bernardino
Employment Opportunity



Court Administrative Clerk

\$2,892 - \$3,688 approximate monthly

Application deadline: 4:30 p.m., Monday, January 26, 2009
Announcement # 09-004

The eligible list resulting from this recruitment will be used to fill a current vacancy at the Court Technology Department in San Bernardino and future vacancies as they occur throughout Court Districts within the County.

Typical duties of Court Administrative Clerk include:

- Provide general and program information to the public, employees and officials; direct callers or visitors to appropriate departments; schedule appointments; sort and route incoming and outgoing mail.
- Prepare documents, reports and correspondence determining proper format; proof documents for correct grammar, spelling and punctuation; print and distribute documents.
- Maintain files, records, logs, databases, inventories and filing systems; updates a variety of charts, schedules and manuals; compile statistics for Judicial Council reports regarding staffing and caseload.
- Process claims, file documents and records related to accounts payable and payroll.
- Assist secretarial and administrative staff with general clerical tasks; assemble materials; send, receive and distribute faxes; answer phones; copy and scan documents.

Requirements: One (1) year of clerical experience that included providing customer service in person or by telephone and the preparation, creation, and maintenance of confidential records and databases or any combination of training and/or experience that could provide the desired knowledge and abilities.

Examination: The examination will consist of a written test that will cover the following areas: office operations and practices, English usage, arithmetic, interpersonal relations and public contact. Qualifying candidates will be notified of the date of the written test approximately one week prior to testing.

How to Apply: Applicants must complete and submit a Superior Court application. Applications can be obtained on our website at www.sb-court.org, by sending your request to personnel@courts.sbcounty.gov or by telephone at (909) 387-6834. Faxed and electronic applications will not be accepted.

Benefits: Paid holidays, vacation time, sick leave, retirement plan, deferred compensation plan, employee health insurance (medical and dental), life insurance, merit salary increases, reimbursement of professional development and credit union.

Employment is contingent upon passing a pre-placement physical, including drug screening and fingerprinting for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI).

The provisions of this job announcement do not constitute a contract expressed or implied and any provisions contained herein may be modified or revoked without notice.

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Court Personnel Department
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